

**PLANNER**  
**TITLE 20110, SUBTITLE 01, EXEMPT**  
**PROFESSIONAL BAND**



**SCOPE OF WORK:**

Performs field and office work related to planning and development programs for utilization of land and physical facilities of the city.

**BUDGETARY RESPONSIBILITIES:**

None.

**ESSENTIAL JOB DUTIES:**

- \* Prepares special studies and reports related to code amendments and annexation studies. Assists with comprehensive plan and studies and updates as necessary.
- \* Prepares statistical reports such as annual population estimates.
- \* Reviews requests and prepares written reports for zone change and proposed subdivision plat applications and special studies.
- \* Presents information and recommendations to the Planning and Zoning Commission.
- \* Reviews miscellaneous applications including temporary land uses, special events, public rights of way, etc.
- \* Responds to public inquiries concerning development of the city in general as well as specific areas.
- \* Researches, compiles and analyzes land use and related data.
- \* Works with the public and developers in answering questions and providing information.
- \* Participates on various boards.
- \* Performs related duties as required.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Ability to sit, stand and move about a building and to inspect public and private property.

**REQUIRED CONTACTS:**

Ability to effectively communicate with developers and citizens in order to provide information and guidance on planning and zoning issues. Ability to work in conjunction with employees from different departments.

**REQUIRED QUALIFICATIONS:**

**Knowledge, Abilities and Skills**

Knowledge of current planning processes and procedures. Ability to read and understand technical materials, reports and journals. Skill in developing related reports and ability to analyze and present data on land use applications and planning. Ability to effectively communicate, both orally and in writing, to citizens and other government officials.

**Minimum Education, Experience and Certification**

Bachelor's degree or equivalent in architecture, planning, engineering or economics plus one to three years of experience. Valid Texas driver's license.

**WAGES & HOURS:**

\$2,864 - \$3,713/month; Monday – Friday; 8:00am – 5:00pm